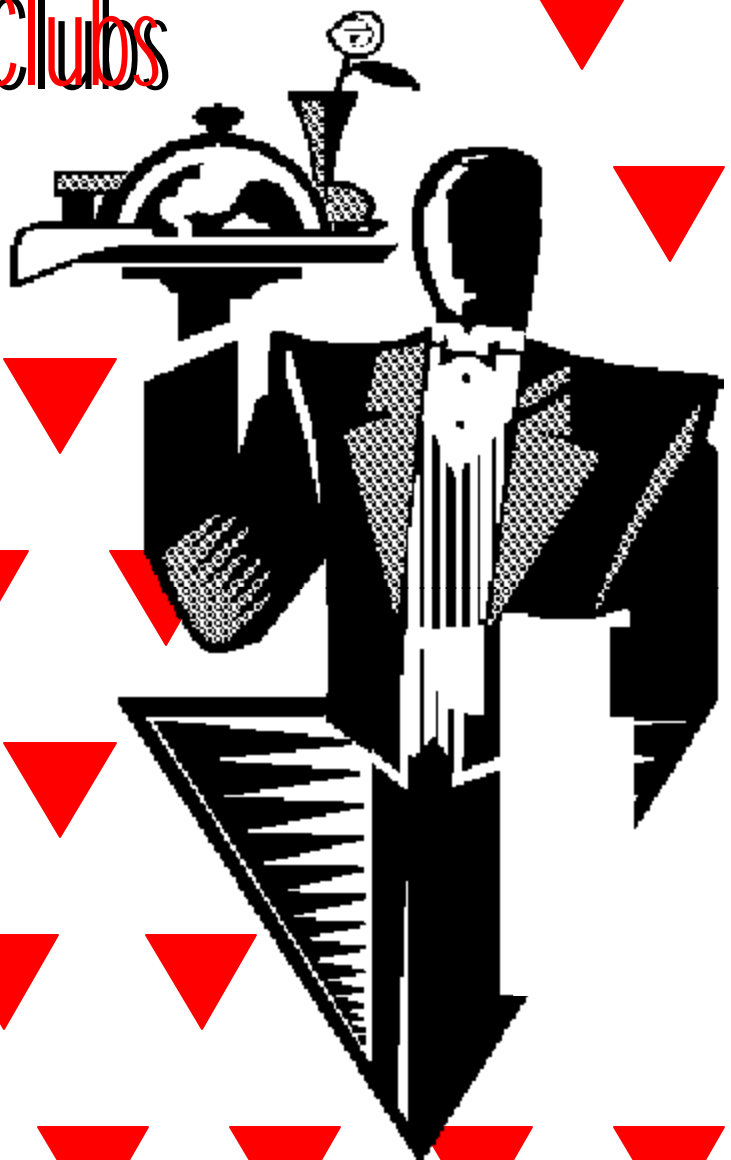


Elmendorf AFB Clubs  
Catering Guide



# About this guide

This guide is designed to help make your event a very special one. All goods and services we offer are listed here, but that doesn't mean if it isn't here, it's unavailable. Let us know your special needs. Anything from a menu with your special recipes to a special dinner catered to your home can be accomplished. This is your club and we are anxious to do as much as we can for you.

A successful party results from careful planning by the host and the caterer. You may rest assured that when your special function contract is signed, you will have received the very best.

Arranging your special function with us will be an enjoyable experience. You have dedicated staff in both clubs that can help you with arranging your special event. Your club staff can show you special function rooms, discuss menus and prices, and make an appointment with our caterer for you. One stop shopping can be accomplished for your convenience, too. Once you decide on your menu, just fax your requirements to our catering department at (907) 753-4288. Our catering office will prepare the contract and fax it back to you. Check the contract to insure our details are correct, and fax a signed copy back. You may pay on the night of the function or the next business day.

Our catering business office is located in the Susitna Club on the corner of Kuter and 18th in building 9387. Hours are Mon-Wed 9 a.m. to 2 p.m., and Thu-Fri 9 a.m. to 4 p.m. The phone numbers are 753-3131 and 552-2345. The fax number is 753-1584 or 552-9354. Or you can email us at [lorna.collins@elmendorf.af.mil](mailto:lorna.collins@elmendorf.af.mil).

**Special Requirements** – If you have a special menu requirement, let our caterer know. Our chef is among the best in Anchorage and can prepare anything you like.

We sincerely appreciate the opportunity to serve you and your guests. Our reputation for superb food and service is second to none and with your continued support, we shall continue to provide the best quality at the best prices.

Yours truly,

Catering Department and Management Staff

# General Information

## Base Entry

It is the responsibility of the sponsor to notify the catering office five (5) working days in advance with a list of attendees (in alphabetical order). For information, please see the last page in this guide for your checklist or to get another copy of this form, contact the Susitna catering office at 552-2345 or 753-3131.

## Guarantees

You must provide our catering department a minimum guarantee of the number of guests to be served by noon, two days in advance of your event. You may add to this count as late as 4 p.m. the day prior. The sponsor agrees to pay for all guests who attend, but not less than 95% of the guaranteed number. The sponsor signing the contract is responsible for payment. Cancellations or additions to head count cannot be accepted by the catering department, except through the sponsor/client. For functions held during other than normal hours of operation, a \$50 per hour fee will apply. (For a \$1,000 minimum, there will be no \$50 hourly fee. For functions under the minimum, the hourly fee will apply.)

## Menu Selections

A menu must be given to the catering business office at least three weeks prior to the date of the event. In some cases, the three week notice is not needed, depending upon the type of function and what is ordered. Please contact our catering business office for details.

## Off Premise Catering

A minimum of \$1,000 in food and beverage, plus an additional 9% service charge will apply for all off premise catering.

## Timing

Timing is very important, to both the sponsor and the club. The times you indicate on the contract for your function is the timetable you expect us to meet. Proper food preparation and service requires exact timing and planning to get the food to the customer at the peak of its flavor and eye appeal. If you must delay any portion of the function, the club staff must be informed at the earliest possible time. (Even 10 minutes of delay can make a difference in service).

## MVP (Club member pricing)

Prices listed in this brochure are listed as MVP. For all others, an additional \$2 per person will apply for breakfast and lunch functions, and an additional \$3 per person for dinners and buffets.

## Linen

Linens will be provided for all functions catered by the club for the Susitna, Kashim and Six-Mile Chalet. A nominal fee of \$1.30 per tablecloth will be charged to the sponsor for walk through type luncheons and meetings. Linen napkins can also be provided for walk through type luncheons/meetings and hors d'oeuvres type functions for a fee of 50¢ per napkin.

## Service Charge

A service charge/gratuity is already included in the prices listed at the back of this brochure. Food prepared and picked up at a specified time will be charged less than the prices listed. Please contact our catering department for take out food prices.

# General Information

## Payment

Payment can be made by:

Cash, Check, Visa, MasterCard, USAF Services Membership Club Card.

Pro-rata – List the guests who wish to charge to a credit card. This list must be obtained from our catering department. The list must consist of the guest's full name, credit card number, expiration date, telephone, amount to be charged and the guest's signature or initial to authorize such charge to his/her account. If payment is by cash/check, club card numbers are not required.

The pro-rata list must be submitted to the catering department no later than the day of the function.

## Entertainment and Florist

You may provide your own entertainment, should you desire to. If you would like to contract with one of the entertainment providers that the club uses, you may contact our catering department for their names and phone numbers. There are additional names and phone numbers listed in the yellow pages of our local phone book.

## Decorations

Decorations of any kind are the sole responsibility of the sponsor/client. The club will provide the appropriate type of decoration for the food and beverage tables, should you desire to use our in house floral arrangements. Holiday decorations for Christmas type is not needed, as our Officers' Spouses Organization does a spectacular display in all of our banquet rooms, including the bar areas. You need only decorate the tables your guests are to be seated in. You may wish to contract a private organization from our local area to decorate for you. Some businesses know in town are: Wild River Silks, Party & Crafts, Party World, Rowan Pacific Rim Decorators, Bagoy's Florist and The Green Connection. All of these businesses and more are located in the yellow pages of our local phone book.

## Chalets

Six Mile Chalet reservations may be made by calling our catering department.

Top of the Hill Chalet (381st) reservations may be made by calling 552-2738.

Green Lake Chalet reservations may be made by calling 552-4150.

Otter Lake Lodge reservations may be made by calling 384-1475 or 384-1476.

We can cater to all of the chalets and lodges listed above. Please call us at any time to cater your event. Minimum requirements for a private function at any of the chalets listed, or to any off site location is \$1,000 in food and beverage, plus an additional 9% for off premise catering. If there is a bar service requirement, an additional \$100 setup fee will apply. Wedding receptions catered to any of the chalets or to any off site location requires a minimum of \$1,530 (\$1,430 required for no alcoholic service). Bar service is provided as a pay as you go type, unless the sponsor wishes to host the bar.

## Deposits

A deposit of \$250 is required for reservations in the Susitna, Kashim, and for reservations at Six Mile Chalet within two weeks of the booking date to hold the reservations. You may send a check or credit card number with the expiration date to: Elmendorf Club System, Catering Department, P.O. Box 6205, Elmendorf AFB, AK 99506. Should you need to cancel the reservations, and we are able to re-book the space, the deposit, less an administrative charge of 1% of the contract price, not to exceed \$50, will be returned to you; however, if we are unable to re-book this space, the entire amount of the deposit will be retained by the club as liquidated damages.

# Rental Equipment

All equipment listed is rented on the basis of availability. Reservations must be made at least two days in advance. No rental is charged, should you have the Susitna or the Kashim Club reserved for your event.

## Linens:

Napkins	\$.50 ea.
Square Tablecloth	\$1.50 ea.
Round Tablecloth	\$1.50 ea.
Table skirt w/clips	\$25.00 ea.

## Silverware:

	\$3.00/dozen
Salad Fork	Spoon
Dinner Fork	Dessert Spoon
Dessert Fork	Soup Spoon
Knife	Steak Knife

## Glassware:

	\$3.00/ dozen
Water Glass	Wine Glass
Punch Cup	Bar Glass
Champagne Glass	

## China (flatware)

	\$6.00/ dozen
Salad Plate	Dinner Plate
Dessert Plate	B & B Plate
Cup & Saucer	Soup Cup

## Serving Utensils:

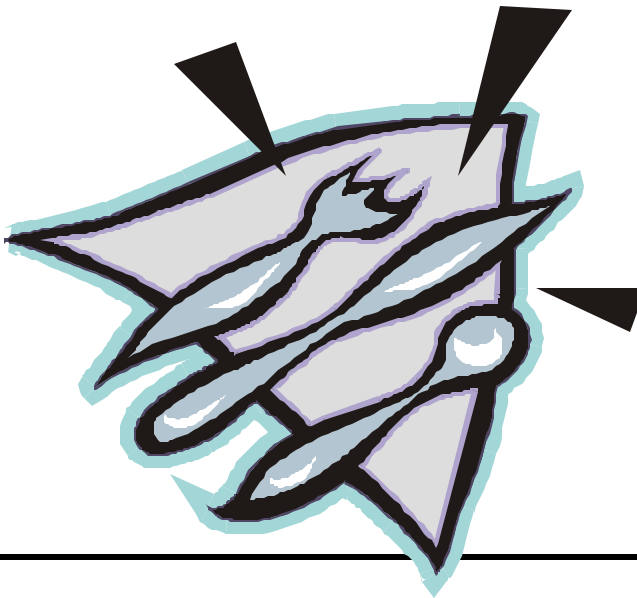
Tongs	\$1.00 ea.
Spoon	\$1.00 ea.
Spatula	\$1.00 ea.

## Beverage Containers:

Plastic Pitcher	\$1.50 ea.
Thermos Coffee Pot	\$1.50 ea.
Hot Plate w/ 2 pots	\$5.00 ea.
Punch Bowl w/ ladle	\$5.00 ea.

## Furniture:

Chaffers w/ sterno	\$20.00 ea.
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## Linen Colors Available:

Red, White, Blue, Beige, Rust, Dark Green, Heather Gray, Brown, Peach, Teal, Melon, Burgundy, Vanilla, Powder Blue, and Periwinkle.

## Skirt Colors Available:

Red, White, Royal Blue, Beige, Brown, Dark Green, Heather Gray, Peach, Mint Green, Burgundy, and Patriotic.

# Rentals

## Linens

• Napkins	.50 each
• Table Cloths Square	2.00
• Table Cloths Round	5.00
• Table Skirts with Clips	25.00

## Silverware

• Per Dozen			3.00
• Salad Fork	• Dinner Fork	• Knife	
• Tea Spoon	• Soup Spoon		

## Glassware

• Per Dozen			3.00
• Water Glass	• Wine Glass	• Punch Cups	
• Bar Glass	• Champagne Glass		

## Beverage Containers

• Pitcher	1.50
• Coffee Pot with warmer	5.00
• Wine Carafe	1.50
• Punch Bowl with Ladle	5.00

## China

• Per Dozen		6.00
• Salad Plate	• Dinner Plate	• B & B Plate
• Cup & Saucer	• Dessert Plate	• Soup Cup

## Utensils

• Tongs	.50
• Spoon	.50
• Spatula	.50

## Furniture

• Banquet Table 6' or 8'	5.00
• Stack Chairs	2.00
• Chafers with Sterno	20.00

## Linen Colors

• red	• white	• green
• blue	• beige	• rust
• gray	• brown	• peach
• teal	• mauve	• burgundy
• vanilla	• lt. blue	• periwinkle

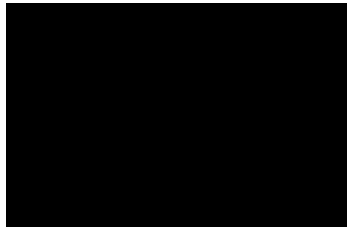
## Skirt Colors

• red	• brown	• white
• blue	• gold	• beige
• peach	• grey	• burgundy
• seafoam green	• patriotic	

# Served Breakfasts

## Breakfast #1

Scrambled Eggs  
Choice of Sausage, Ham, Bacon or Chipped Beef  
Hash Browns  
Biscuits or Toast  
Butter & Jelly  
Juice  
Coffee & Tea



## Breakfast #2

Scrambled Eggs  
Steak  
Hash Browns  
Biscuits or Toast  
Butter & Jelly  
Juice  
Coffee & Tea

## Breakfast Buffet (minimum of 25)

- As above, but with two types of Scrambled Eggs and choice of one meat, two meats, or three meats.



# Luncheons

All Hot Lunches served with rolls & butter, salad, choice of two vegetables, and coffee/tea.

## Served Lunch (hot)

- Grilled Chicken Breast
- Marinated Chicken Breast
- Halibut
  - Grilled
  - Baked
  - Halibut Olympia (club specialty)
- Salmon
  - Grilled
  - Baked
- Roast Turkey and Dressing
- Chicken Stir Fry
- Beef Stroganoff
- Beef Stir Fry

## Vegetable Choices

rice pilaf  
buttered corn  
vegetable medley  
green beans almondine  
glazed carrots w/walnuts  
wild rice  
whipped potato  
oven roasted potato  
parslied noodles  
candied yams  
green peas & mushrooms



## Served Lunch (chilled)

Served with rolls & butter, coffee and tea

- Alaska Coastal Salad
- Chef's Salad
- Tuna Salad stuffed in Tomato
- Chicken Salad stuffed in Tomato
- Grilled Chicken Salad
- Ham or Turkey and Cheese served on a croissant, kaiser roll, wheat or rye with potato or macaroni salad or chips

Color coded place cards must be supplied by sponsor to identify the different entrees.

**Split Menu:** A Two Entree selection can be made.

**Catered Lunches served at Six Mile Chalet are limited to a minimum of 25.**



# Dinners

All Dinners served with rolls & butter, salad, choice of two vegetables, and coffee/tea.

## Served Dinners

- Prime Rib (prepared medium rare)
- New York Steak
- Roast Tenderloin
- Chicken Cordon Bleu
- Grilled Chicken Breast
- Marinated Chicken Breast
- Halibut
  - Grilled
  - Baked
- Salmon
  - Grilled
  - Baked
- Surf & Turf
  - Tenderloin with Halibut or Salmon
- Beef & Bird
  - Tenderloin with Chicken Breast
- Roast Turkey & Dressing
- Surf & Bird
  - Halibut or Salmon with Chicken Breast

## Vegetable Choices

rice pilaf  
buttered corn  
vegetable medley  
green beans almondine  
glazed carrots w/walnuts  
wild rice  
whipped potato  
oven roasted potato  
parslied noodles  
candied yams  
green peas & mushrooms

**Split Menu:** A two entree selection can be made.

**Color coded place cards must be supplied by sponsor to identify the different entrees.**

**Catered Dinners served at Six Mile Chalet are limited to a minimum of 25.**



# Buffets

(minimum 50 guests)

## Choose one, Two or Three Entrees:

### Entrees: (Comes with rolls/butter/coffee/tea)

Baron of Beef  
Stroganoff  
Herb Baked Chicken  
Roast Turkey  
Chicken in White Wine Sauce  
BBQ Chicken  
Oriental Beef

Seafood Newburg  
Baked Whole Halibut  
Beef Burgundy  
Ham  
Oriental Chicken  
BBQ Ribs

### Salads: (Choice of two)

Tossed Green  
Cole Slaw  
Pasta  
Macaroni

Potato  
Waldorf  
Three Bean  
Caesar

### Vegetables: (Choice of three)

Buttered Corn  
Vegetable Medley  
Green Beans Almondine  
Glazed Carrots w/ Walnuts  
Wild Rice  
Candied Yams  
Parslied Potato

Whipped Potato with Gravy  
Whole New Potato  
Oven Roasted Potato  
Parslied Noodles  
Rice Pilaf  
Green peas with Mushrooms  
Scalloped Potato

### Specialty Buffets

- **Potato Bar**

- One pound potato with six toppings
- Tossed Salad

- **Italian**

Lasagna  
Chicken Cacciatore  
Pasta with Meat Sauce  
Mixed Italian Vegetables

Tossed Salad  
Garlic Bread  
Bread Sticks  
Pasta Salad

- **Oriental**

Sweet & Sour Pork or Chicken  
Beef or Chicken Teriyaki  
Fried Rice

Egg Rolls  
Stir Fry Vegetables  
Tossed Salad

- **Western**

BBQ Chicken  
BBQ Ribs  
Baked Beans  
Green Beans

Potato Salad  
or Macaroni Salad  
Tossed Salad  
Corn Bread or Rolls



# Desserts

Cakes

Specialty Cake

Sherbert

Fruit Cocktail

Pies

Ice Cream

Liquer Parfait

Fresh Fruit

Cheesecake

Frozen Yogurt

Mousse

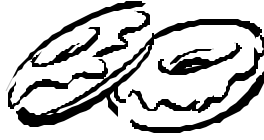
\* Ask about our Specialty Cakes!



# Conference Packages

## **The AM**

Assorted Baked Pastries  
Coffee & Tea  
Ice Water



## **The PM**

Assorted Cookies or  
Fresh Whole Fruit  
Coffee & Tea  
Ice Water  
Soda



## **The VIP All Day**

### **Morning**

Assorted Baked Pastries  
Coffee & Tea  
Ice Water  
Juice

### **Lunch**

Soup of the Day or Sherbert  
Sandwich with Chips

### **Afternoon**

Assorted Cookies or Fresh Whole Fruit  
Coffee & Tea  
Sodas  
Ice Water

## **The Deluxe All Day**

### **Morning**

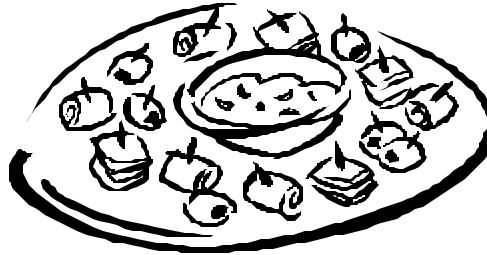
Assorted Baked Pastries  
Coffee & Tea  
Ice Water

### **Afternoon**

Assorted Cookies or Fresh Whole Fruit  
Coffee & Tea  
Sodas  
Ice Water

# Hors D'oeuvres

- 1 • Whole Poached Salmon by the pound
- 2 • Baron of Beef with Carver
- 3 • Whole Baked Halibut with Server
- 4 • Cold Smoked Teriyaki Salmon by the pound
- 5 • Baked Brie en Croute, served with French Bread
- 6 • Chicken Drummettes by the pound – Teriyaki, BBQ or Fried
- 7 • Mini Quiche by the dozen
- 8 • Deluxe Cheese Tray – A mix of imported & domestic cheeses by the pound
- 9 • Fresh Peeled Shrimp by the pound
- 10 • Finger Sandwiches
  - Chicken Salad
  - Ham Salad
  - Cucumber
- 11 • Meat Trays by the pound – Ham, Beef, Turkey with rolls & condiments – any combination
- 12 • Cheese Trays by the pound
  - Sliced Cheese with Crackers
  - Cheese Cube Tray with Crackers
- 13 • Cheese Log with Crackers
- 14 • Crab Log with Crackers
  - Shrimp Log
  - Salmon Log
- 15 • Meatballs by the dozen
  - Swedish
  - BBQ
  - Sweet & Sour
  - Teriyaki
- 16 • Deep Fried Breaded Mushrooms by the pound
- 17 • Egg rolls by the dozen
- 18 • Hot Wings by the pound
- 19 • Deviled Egg Halves by the dozen
- 20 • Vegetable Tray by the pound
- 21 • Fresh Fruit Tray by the pound
- 22 • Chips
  - Potato Chips with Dip
  - Tortilla Chips with Chili Con Queso or Salsa Dip
- 23 • Assorted Crackers with Shrimp or Salmon Dip
- 24 • Streudel by the dozen
- 25 • Mini Muffins by the dozen
- 26 • Croissant by the dozen
- 27 • Salmon Pinwheels by the dozen
- 28 • Chocolate Dipped Strawberries
- 29 • Petifores
- 30 • Cream Puffs
- 31 • Fruit Tart
- 32 • Cookies
- 33 • Fried Calamari
- 34 • Chicken Yakatori



# Beverages

## Assorted Sodas

## Ice Tea by the Carafe

## Hot Coffee & Tea Service, large or small

## Juice by the Carafe

## Punch

- Fruit Punch
- Champagne Punch
- Alcoholic Egg Nog
- Egg Nog
- Hot Spiced Cider

## Wine

- House Wine by the Carafe —  
Chardonnay, Cabaret Sauvignon & White Zinfandel

## Champagne

- House Champagne (André)
- Sparkling Cider
- Special order by the case only.

## Bar Service

Bar service is available on Friday evenings in the Cave of the Susitna Club. The lounge of the Kashim Club is open Monday through Saturday. Should you wish to have bar service for your function, a \$100 setup fee will be applied to the contract, plus a minimum sales guarantee of \$50 per hour. If the \$50 sales minimum is not met, a \$20 hourly fee per bar will be charged from the time the bartender reported for duty to the time you close the bar he/she is working. Portable Bars located in the room of function to include Bar 4 of the Kashim Club will be charged an additional \$100 setup fee plus the minimum sales guarantee of \$50 per hour. If the \$50 sales minimum is not met, a \$20 hourly fee per bar will be charged from the time the bartender reported for duty to the time you close the bar he/she is working.

## Pay as You Go Bar

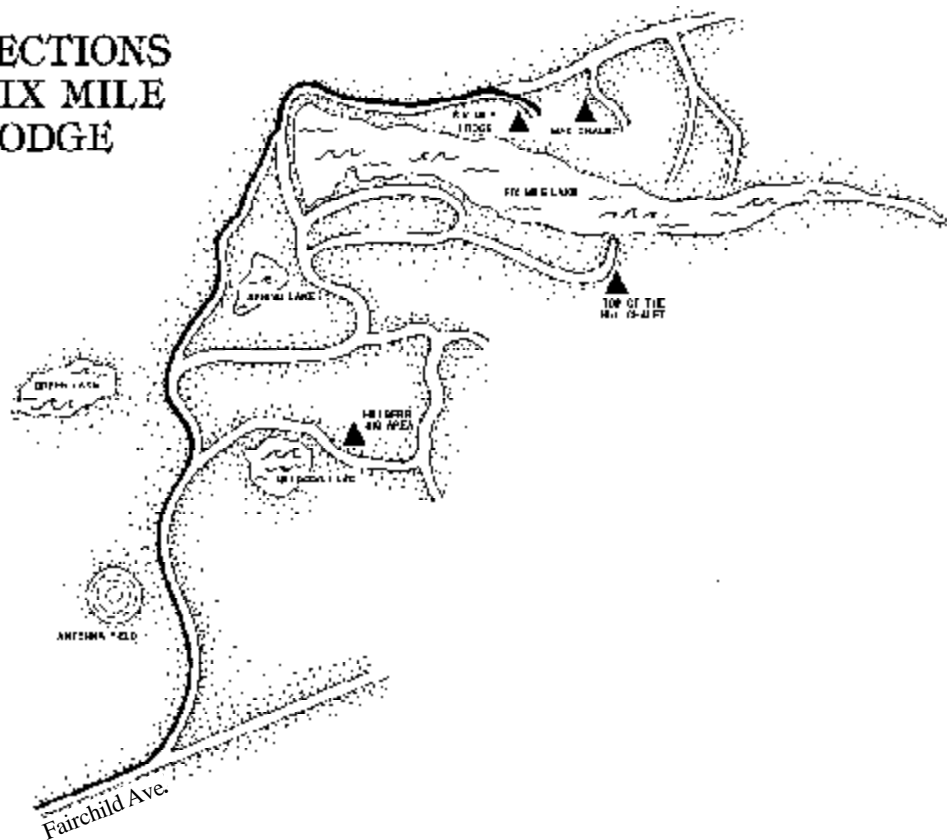
This type of bar is one in which the guest pays for their drinks as they are ordered from the bartender.

## Open Bar/ Hosted Bar

This type of bar is one in which the bartender keeps a running tab open until the sponsor wishes to close or when the limit set by the sponsor is reached. At this time, the bartender will check with the sponsor of the function to keep the tab running past the limit amount or to change the bar to a pay as you go type of bar.

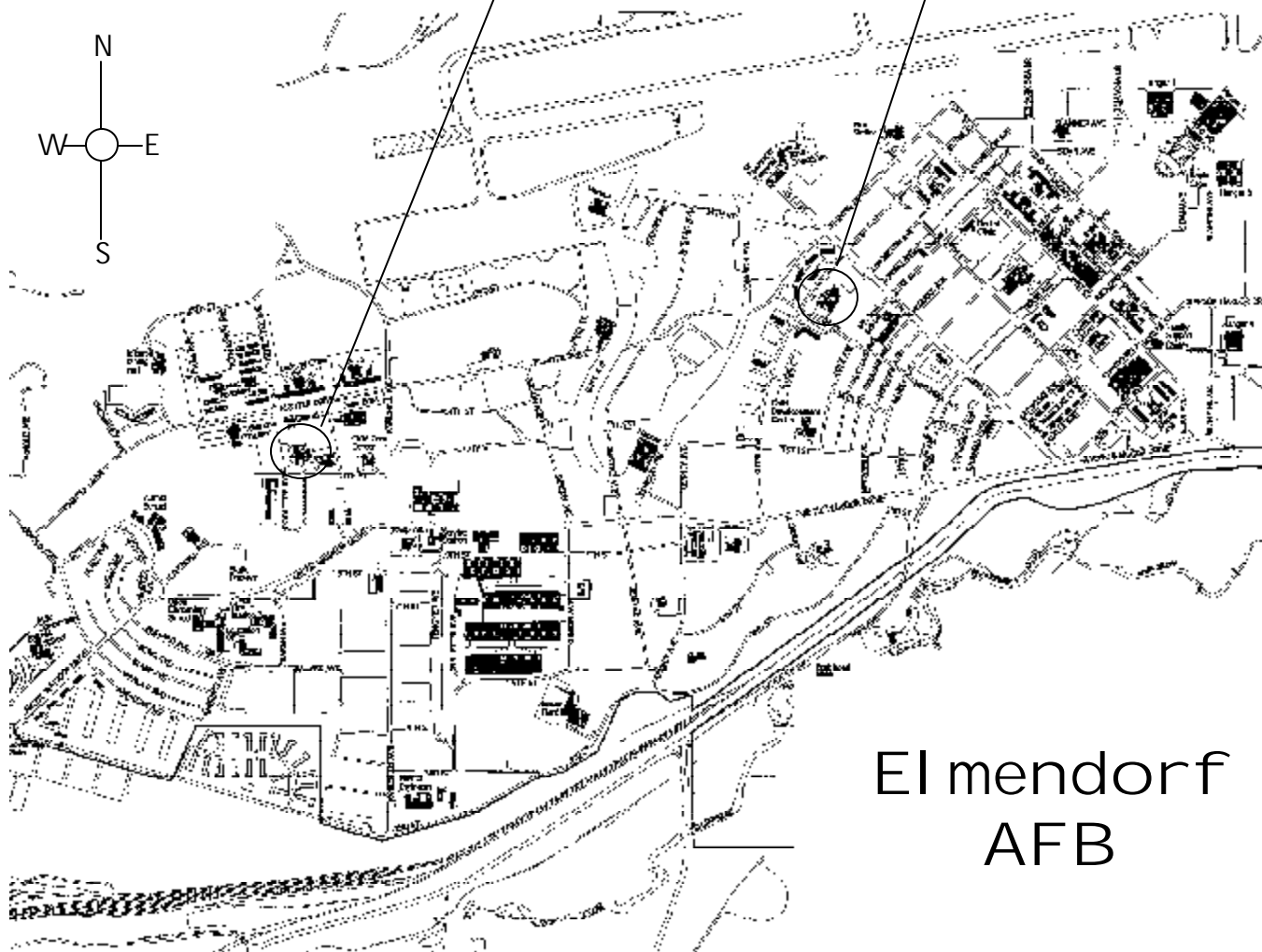
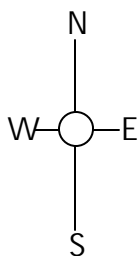


# DIRECTIONS TO SIX MILE LODGE



Kashim Club

Susitna Club



Elmendorf  
AFB

# Information & Questions

Name of Facility:

Physical Address:

Mailing Address: Elmendorf Clubs, P.O. Box 205, Elmendorf AFB, AK 99506-0205

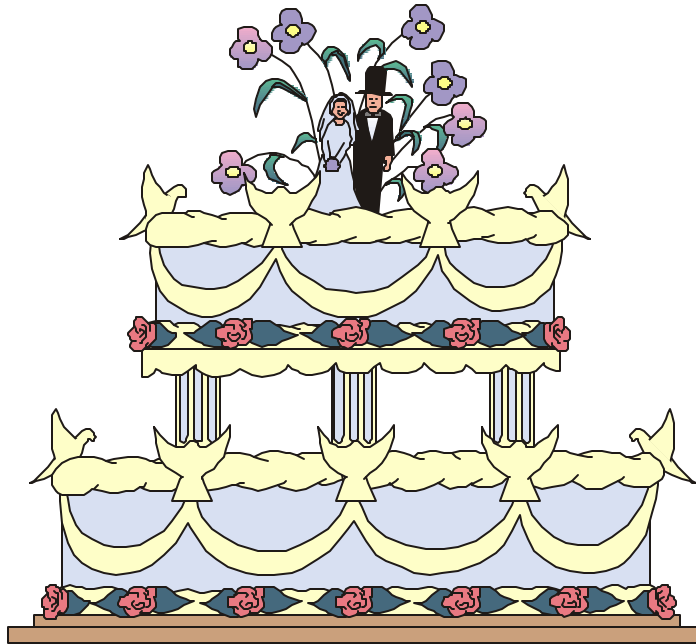
Daytime phone (907) 552-2345 • Alternate phone (907) 753-3131 • Fax number (907) 753-4288

1. When does the menu need to be placed? Three weeks prior to the date of the event.
2. When is the head count needed? 48 hours prior to the date of event.
3. When is the earliest we can decorate? After 1:00 p.m. the day of the event.
4. Can we bring any food into the club? No, only a wedding cake or ceremonial cake.
5. Can we contract for a band or disc jockey? Yes, you may bring in a band/ disc jockey.
6. What time can the cake be delivered? Recommend no earlier than 3 hours prior to event.
7. What time can the band/ DJ set up? Recommend no earlier than 4 hours prior.
8. How do we get our guests through the gate? Back of brochure is a function checklist to provide the 3rd Security Forces Squadron @ 552-3421.
9. Does the club provide coat checkers? Yes, you may request a coat checker. The coat checkers we use are high school students who work on a volunteer basis for tips only.
10. Is silverware provided on Hors D'oeuvres? No, but forks are provided for the fruit tray.
11. Is China and Glassware provided? Yes, for all functions held in the Susitna and Kashim Club.
12. Are Table Skirts and Linens provided? Tablecloths are provided for all tables. Skirts are only provided for food and or beverage tables.
13. Are Napkins provided? Linen napkins are provided for sit down meals and dinner buffets. Paper cocktail napkins are provided for Hors D'oeuvre functions.
14. Is a podium and microphone needed? YES NO
15. Is a sign in/check in table needed? YES NO
16. Will there be a seating chart? If so, it is the responsibility of the sponsor, and they must bring their own table numbers.
17. If dessert, will there be a break after dinner? Dessert will be served after the break, or will dessert follow dinner, with no break?  
(Please circle one)
18. The collection of cash and credit card numbers is the responsibility of the POC, and also to ensure Member Value Pricing is enforced.
19. If a split menu (two entree choice dinner) is served, it is the responsibility of the POC to color code the place card setting to ensure servers know what meal to serve at each setting.
20. Is there a requirement for a bar? YES NO  
If so, be advised that a \$100.00 set up fee is required. No set up fee if the main lounge of the Susitna Club is to be used and no fee if the normal bar at the Kashim Club is used.
21. Special table decorations, other than what the club has in stock is the responsibility of the sponsor.
22. Sponsor will be liable for no less than 95% of the guaranteed number called in 48 hours prior.
23. Place cards to designate seating at tables is the responsibility of the sponsor.
24. If special room decorations are required, they are the responsibility of the sponsor. However, the sponsor must check with the catering office in advance for availability.



# Room Rental Fees

For Weddings, Proms, Balls and Job Fairs



## *Room Fees that will apply:*

<b>Susitna Denali Room</b>	<b>\$100</b>
<b>Susitna Midnight Sun Room</b>	<b>\$100</b>
<b>Susitna Sheldon Room</b>	<b>\$100</b>
<b>Kashim Yukon Room</b>	<b>\$100</b>
<b>Kashim Ptamigan Room</b>	<b>\$100</b>
<b>Kashim McKinley Room</b>	<b>\$100</b>
<b>Susitna Cave Lounge</b>	<b>\$150</b>
<b>Susitna Main Lounge</b>	<b>\$150</b>
<b>Susitna Daedalian Room</b>	<b>\$175</b>
<b>Susitna Caribou Room</b>	<b>\$175</b>
<b>Kashim Glacier Ballroom</b>	<b>\$300</b>
<b>Susitna Main Ballroom</b>	<b>\$300</b>

